

**TOWN OF HAMILTON  
BOARD OF SELECTMEN  
MAY 5, 2014**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, May 5, 2014 with Marc Johnson, Scott Maddern, Jeff Hubbard, David Neill and Jennifer Scuteri present. Town Manager Michael Lombardo and DPW Director Bill Redford also present.

**Call to order**

Scott Maddern called the meeting to order at 7:00 p.m.

**Public Comment**

None.

**Town Manager's report**

Town Manager Michael Lombardo announced how Wenham and Hamilton are investigating how to convert green energy projects including street lights to LEDs to possibly save \$28,000 a year. The two towns received a green energy grant from the Department of Energy Resources for \$24,960 to support staff and contract time which can be used in the next fiscal year to drive clean energy projects. Also, he will contact the Finance & Advisory Committee about being involved in scheduled CIP work sessions.

**Chairman/Selectmen reports**

Jeff Hubbard thanked the HW Garden Club for filling flower boxes downtown, mentioned that the Rotary Club is holding an auction, and that Fox News program will feature Hamilton Fire Department on May 7 including horse Moonshine rescued by department. Jennifer Scuteri acknowledged the passing of Terry Hart, veteran's agent. David Neill mentioned appreciation for Fast Chicks road race.

Scott Maddern noted the Little League opening day, how he attended the HW School Committee meeting relative to ask that policy will be put in place regarding HWRSD returning excess funds to the supporting communities, he met with his counterpart in Wenham Jack Wilhelm to discuss pool project and interest in joint meetings, his meeting with Lombardo relative to offsite activity and Affordable Housing Trust, and

mentioned proposal to meet with Lombardo and Hubbard about downtown topics, and addressed need for outreach with community about activities being down in Town.

## **PUBLIC HEARING**

Cumberland Farms, Inc. owner of 121 Bay Road seeks to amend to its existing license for flammable liquid underground storage tanks. Subject to approval by the ZBA, applicant will remove the current underground storage tanks, replace them with new tanks and relocate them on the property. The applicant also requests the BOS to expand the license to include flammable and combustible liquid underground storage tanks, to accommodate diesel fuel. The hearing will be opened and immediately postponed until May 19, 2014, at the applicant's request.

Maddern opened the hearing and postponed it until May 19, 2014 at the applicant's request. The Board is reviewing the filing paperwork.

## **INTRODUCTION & CONFIRMATION**

### **William Redford, Director of Department of Public Works**

Bill Redford has over 30 years of experience with a strong background in engineering, field and staff management. Redford described his career in public works management for the public and private sector, and how he is a Reading resident. He has worked for the Town for one week, met with his counterparts in Wenham, and noted that Hamilton has a lean staff.

Hubbard welcomed Redford. He opined that it was impossible for him to vote on the confirmation since he had not been involved in the hiring process beyond reviewing Redford's resume and cover letter. He also stressed the importance of understanding the Collins report and recommended actions relative to cost savings and hiring of duplicate personnel.

Maddern welcomed Redford and noted any project efficiency he could help with under Lombardo's direction would be useful for Hamilton. Neill spoke to Hubbard's comment and described Hamilton's recent transition to Town Manager form of government where previously the Selectmen chose the director of public works and he opined that the new form of government is working for him especially for a specialist hire. Redford explained that his hometown now has five Selectmen and this is working positively.

Hubbard referred to hiring process and opined that if the Town Manager is going to have full authority for department head hires then the Selectmen should not be asked to vote.

Johnson mentioned that the public works director's job description was thoroughly vetted as part of hiring process and added that there is nothing about the public works director's position that is out of synch with Collins report. He noted that the Special Act reserves the right for the Selectmen to vote approval on department head hiring recommendation. Johnson stated that he is comfortable with process and recommendation of Redford as finalist.

Lombardo spoke to professional hiring process that was used for Redford with three-person panel, second interviews and robust background check (i.e., characteristically used by city and town managers). He added that the Board's role is to ensure the Town manager conducted a full and thorough hiring process.

Maddern entertained a motion to confirm William Redford as Director of Public Works. Johnson so moved. Neill seconded the motion. VOTE: 4-1 with Hubbard opposed.

## **CONSENT AGENDA**

Maddern read items on Consent Agenda.

- **HW Garden Club** seeks permission to hang a banner on the poles at the Senior Center lawn from May 11 – May 17 promoting its Plant Sale on May 17 and banner will be removed after event.
- Hamilton Wenham Friends of the Arts request permission to hold its annual **Melody Miles 5K Road Race**, using Town roads on Saturday, May 24, 2014 beginning at 10 a.m. at the Winthrop School.
- **Mass Audubon Ipswich River** seeks permission to hang a banner on the poles at the Senior Center lawn promoting its Summer Camp May 18 – May 31, 2014.

Maddern entertained a motion to accept the Consent Agenda as read. Scuteri so moved. Hubbard seconded the motion. VOTE: Unanimous.

## **AGENDA**

**Board of Selectmen Goals and Objectives – set date for workshop, preparation**

The Board set Monday, May 12 from 6:30 p.m. until 8:30 p.m. at the public safety building for a workshop to address Selectmen goals and objectives. Maddern introduced concept of setting S.M.A.R.T. goals to ensure they are achievable and there is built-in accountability. Maddern will email S.M.A.R.T. goal details (i.e., quality of goals versus quantity) to Board prior to the meeting and facilitate the workshop. Goal and objective topics will includes such items as long term financial forecasting and visioning of downtown. He suggested Selectmen bring a handful of goals to the meeting to get discussion going. In response to inquiry, Maddern agreed to send the S.M.A.R.T. goals information to Bill Dery, HW School Committee member.

**Discuss Code of Conduct**

Discussion ensued about how the Code of Conduct guides the Board and whether or not Selectmen had any proposed changes. Scuteri suggested that other Town boards and committees might benefit from receiving a copy of the Selectmen's Code of Conduct to consider for their entities. Neill suggesting reviewing policies is good but did not think Code of Conduct needed revision. In response to inquiry, Lombardo will send information to resident Betty Gray on the Code of Conduct. Johnson expressed interest in being called on during a Board meeting when the Selectmen would consider he is going out of boundary per the Code of Conduct.

**Discuss Pool project meeting with Joint Recreation Board, Special Town Meeting**

Discussion ensued about how the bids for the pool project came in too high and what features the HW Joint Recreation Board would like to have in the pool project that were expressed at recent meeting between Board, Maddern and Lombardo. Maddern suggested scheduling a working session with the Selectmen and Recreation Board to reach understanding on what the Town is trying to accomplish with the pool project. Also, what should drive the project: financial number that is affordable, and/or timing relative to Special Town Meeting vote, consideration of not going for two years without a Town pool, and time required to develop a productive project bid. He added that his counterpart in Wenham, Jack Wilhelm had expressed interest in conversations on the project amongst the municipalities.

Hubbard opined that the pool is a valuable asset for the community and improvement of the facility should be done within a reasonable scope (i.e., size and cost), and although the pool is located in Hamilton, Wenham is a project partner that is considering contributing some CPA funds to the project. Also, if there are features for the pool desired by the community beyond available funding then fundraising could be

done. However, Hubbard mentioned community interest in a turf field that would likely be funded privately.

Neill concurred with Hubbard and stressed importance of getting pool project proposal information in line before another Town Meeting warrant article is created and that Wenham has to be in place as it is now as a joint partner in the recreation program for the pool similar to the use of the gym next to the public library. Scuteri suggested a hybrid solution could be found with Wenham relative to the pool project to work together. A new pool would have to be financially sustainable (i.e., multi-generational pools are revenue generating and would be attractive to all Hamilton and Wenham residents) since the current pool is not financially sustainable due to its limited use (i.e., costly to run and shallow depth).

Johnson suggested that work with the Recreation Board is essential to get the programming right and determine financial constraints relative to lap pool or multi-generational pool. Lombardo described meeting with an engineering company that has been outside of the process to date and plans are to meet with another. Also, analysis is being done on available funding working towards tying a number to a project design. He added that broad buy-in from Recreation Board would be essential.

Discussion ensued about how a pool project bid would include base bid with ability to add modular pieces. Lombardo said he is convinced that the bid process used previously was limited since bathhouse was sized for full build-out which drove the overall costs and required value engineering. He suggested base bid (i.e., base pool, modified entry and properly sized bathhouse) would identify cost and then add-ons would be priced separately.

Resident and School Committee member Bill Dery spoke to upcoming meeting with HWRSD about Master Plan for schools relative to cost trade-offs and how such an exercise could be applicable to pool project planning. He suggested a public hearing be held to get input from more than a core group that has been involved in the pool project process to date, and noted limited time between now and Town Meeting to get a new pool built.

Discussion addressed how the pool is not part of the joint recreation agreement between Hamilton and Wenham but the Joint Recreation Board runs the pool as part of the joint park program. Neill reiterated his interest in getting a joint agreement in place for the pool. Maddern agreed to schedule Board meeting time with Recreation Board.

**Personnel Policies**

Lombardo spoke to revised Personnel Policies (administrative rules and procedures) that will be addressed by Board. This review will be a standing item for the Board to evaluate relative to rules pertaining to staff, how the Town is run regarding personnel administration and policy at its upcoming meetings. Some of the policy update information is new developed in collaboration with labor counsel and MIIA regarding how the Town will treat its employees. Any Board questions will be directed by individual Selectmen to Lombardo and Finance Director Deborah Nippes-Mena in compliance with OML that will be discussed at subsequent Board meetings. The draft confidential policy document to be sent to Board will not be discussed amongst members outside of a Board meeting to comply with OML. The Town's union contracts are specific and take precedent over the policy document, if a union contract issue is mentioned in the policy document the contract prevails, if an issue is not mentioned in the union contracts then the policy prevails. The goal is to complete the document by August.

**Set date for next Board of Selectmen meeting**

The Board's next meetings are scheduled for May 12 and May 19.

**NEW BUSINESS****Consideration of topics for discussion at future Selectmen's meetings**

Discussion addressed topics including: cell tower, action items for HDC, land acquisition policy draft, providing collective Board input about Collins Center report to Wenham, CIP, pool, personnel policies, and schedule joint Selectmen's meeting with Wenham as well as to identify common topic to work on with Wenham.

Maddern entertained a motion at 8:24 p.m. to adjourn. Johnson so moved. Neill seconded motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: \_\_\_\_\_

  
Clerk